



**ELEMENTARY STAFFING:
OPENING OF NEW SCHOOLS,
CLOSING OF SCHOOLS,
MAJOR BOUNDARY CHANGES**

Responsibility:	<i>Coordinating Superintendent, Human Resource Services</i>
Legal References:	
Related References:	<i>Board Policy 3002 – Elementary School Size and Configuration</i>
Effective Date:	<i>December 2016</i>
Revisions:	
Reviewed:	

1. Preamble

- 1.1 The following procedure provides guidelines and expectations regarding Elementary Staffing for the Opening of New Schools, Closing of Schools and Major Boundary Changes.

2. Staffing Process Related to the Opening of New Schools

- 2.1 Post the key positions at the new school which will include Kindergarten, Primary, (2) Junior, Intermediate, French Core and SERT. These positions will be finalized after considering the organization and size of the school.
- 2.2 Determine the number of remaining positions at the new school that will be held for the teachers at the schools feeding into the new school using the following formula:
- 2.2.1 Number of primary students divided by 20 rounded down to the nearest whole number minus the number of primary key position hires;
 - 2.2.2 For Full-Day Kindergarten, number of primary students divided by 23 rounded down to the nearest whole number minus the number of primary key position hires;
 - 2.2.3 Number of junior students divided by 22 rounded down to the nearest whole number minus the number of junior key position hires;
 - 2.2.4 Number of intermediate students divided by 25 rounded down to the nearest whole number minus the number of intermediate key position hires.
- 2.3 At a minimum, the Principal of the new/receiving school(s) will select the amount of teachers generated by the above formula.
- 2.3.1 The Principal of the new/receiving school(s) will hold individual conferences with each teacher who declares an interest;
 - 2.3.2 If the number of teachers who declare an interest is greater than the formula amount, the Principal will select teachers based on the individual conference and inform teachers of the outcome.
- 2.4 If any teachers are selected from the affected schools for the key position, the number of positions declared in step 2.2 will be reduced accordingly.

3. Staffing Process Related to the Closing of Schools

- 3.1 Post the key positions at the new school which will include Kindergarten, Primary, (2) Junior, Intermediate, French Core and SERT. These positions will be finalized after considering the organization and size of the school:
 - 3.1.1 Number of primary students divided by 20 rounded down to the nearest whole number;
 - 3.1.2 For Full-Day Kindergarten, number of primary students divided by 23 rounded down to the nearest whole number;
 - 3.1.3 Number of junior students divided by 22 rounded down to the nearest whole number;
 - 3.1.4 Number of intermediate students divided by 25 rounded down to the nearest whole number.
- 3.2 At a minimum, the Principal of the new/receiving school(s) will select the amount of teachers generated by the above formula.
 - 3.2.1 The Principal of the new/receiving school(s) will hold individual conferences with each teacher who declares an interest.
 - 3.2.2 If the number of teachers who declare an interest is greater than the formula amount, the Principal will select teachers based on the individual conference and inform teachers of the outcome.

4. Staffing Process Related to Major Boundary Changes

- 4.1 Determine the number of positions at the receiving school(s) that will be held for the teachers at the school that is losing students using the following formula:
 - 4.1.1 Number of primary students divided by 20 rounded down to the nearest whole number;
 - 4.1.2 For Full-Day Kindergarten, number of primary students divided by 23 rounded down to the nearest whole number;
 - 4.1.3 Number of junior students divided by 22 rounded down to the nearest whole number;
 - 4.1.4 Number of intermediate students divided by 25 rounded down to the nearest whole number.
- 4.2 At a minimum, the Principal of the new/receiving school(s) will select the amount of teachers generated by the above formula.
 - 4.2.1 The Principal of the new/receiving school(s) will hold individual conferences with each teacher who declares an interest.
 - 4.2.2 If the number of teachers who declare an interest is greater than the formula amount, the Principal will select teachers based on the individual conference and inform teachers of the outcome.

NOTE: The remaining staff needed to be assigned to the new school and the receiving schools due to closing or change of boundary will be achieved following the normal staffing process.